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Affiliation/ Recognition Process

RULES GOVERNING AFFILIATION OF INSTITUTIONS

Application for Recognition

- (i) An Educational institution desiring to be recognised for purposes of an Examination conducted by the Board shall apply to the Secretary of the Board on the form given in Appendix 4, through the Director School Education, who shall scrutinize the list of the various subjects to be taught in the school and also certify that adequate arrangements exist or will be provided within a time to be specified for the teaching of the subject taught or to be taught in the school.
Note: - No Educational Institution which is not recognised by the Board shall be permitted to present candidates for any examination conducted by the Board except with the special sanction of the Chairman.
 - (ii) All applications for grant of academic recognition/affiliation (for Institutions or classes or new subjects) supported by the necessary documents in the case of Primary, Middle, Secondary and Higher Secondary Schools (Govt. or Private Institutions) shall be forwarded to the secretary by the Director School Education, within thirty days of the opening of such Institution classes or starting of subjects.
 - (iii) The Chairman may for special reasons to be recorded in writing condone any delay in submitting an application for recognition.

Recognition Fees

2. Institutions applying for affiliation shall remit fees as given in Schedule-B along with their applications.

Recommendation of the Director School Education

3. Applications for affiliation shall set out in details the following particulars upon which the Director School Education shall make his report and recommendations.
 - a) Whether there is a real need for the Institution in the locality;
 - b) The constitution and personnel of the Governing Body in the Case of Private Institutions;
 - c) Whether it guarantees satisfactory standard of educational efficiency for the purpose for which recognition is sought and that it is established on permanent basis;
 - d) Whether its financial resources are such as to enable its continued maintenance;
 - e) The qualifications and grades of pay and conditions of service of the teaching staff;
 - f) The examination or examinations for which it desires recognition;
 - g) The subject or subjects of instruction in which the Institution has made provision;
 - h) The financial position of the Institution and the sources and the amount of income;
 - i) The number of students in each class or section of a class;
 - j)

The provision made for the health, recreation and discipline of students; and whether the institution has a playground.

- k) The provision for a suitable Library;
- l) Whether the Institution has a Hall. If so what is the seating capacity.

Appointment and Duties of Inspector to conduct Inspection of Schools

- 4. (i) On receipt of the application for recognitions the Additional/Jt. Secretary shall after preliminary examination submit it to the Chairman through the Secretary who shall direct a local inquiry and report on that application. For purposes of this inquiry, the Chairman shall appoint an Inspector or Inspectors as he may consider necessary in each case.
 - (ii) The Inspector or Inspectors shall fix the date for inspection of an institution well in advance so that an intimation to the Institution concerned is given at least two weeks earlier than the date fixed for the inspection.
 - (iii) The Inspector or Inspectors shall, in his/her/their reports and recommendations, state whether and in what subject or on what conditions affiliation should, in his/her/their opinion, be granted.
 - (iv) The inspection of an Institution shall be conducted by the Inspector or Inspectors within two months from the date of letter of appointment as such.
 - (v) The file of particular Institution shall be sent by the Additional/Joint secretary to the Inspector or senior member of the Inspection Committee, as the case may be, along with the intimation of appointment.

Remuneration to the Inspectors

- 5. Each Inspector appointed to conduct inspection of an Institution for grant of recognition shall be paid remuneration at the prescribed rate.
 - (i) The Chairman may, when he is satisfied, sanction T. A. at double the rates or the actual expenses whichever is less and D. A. at double the ordinary rates in favour of Inspectors appointed for inspection of Institutions which are beyond motorable roads.
 - (ii) No institution shall be inspected during the examination days.

Report of the Inspector

- 6. (i) The report of the Inspectors shall be submitted to the Recognition Committee, which shall meet after every three to four months.
 - (ii) Any other information which the Committee may call for in connection with the application for recognition shall be supplied by the institution through the Director of School Education.

Condition of Recognition

- 7. No Educational Institution shall be recognised or continue to be recognised unless it complies with the following requirements, namely:-
 - i) that it shall be open to inspection by such person or persons as the Board may depute for this purpose;
 - ii) that the Middle and Primary stages of education in the school continue to be recognised by the Government (Education Deptt.) and that permission has been granted by the Govt. for opening new class/classes or introducing a new subject/s. The continuance of recognition by the Govt. shall be subject to the determination of academic

viability by the Board.

- iii)** Rules and Regulations issued by the Education Department of the State so far as they are not inconsistent with the provisions of the Act and Regulations of the Board, are duly followed.
- iv)** that all information and return called for from the institution by the Board shall be duly furnished by the Head of the Institution.
- v)** that it shall not prepare and send up candidates for a rival examination of any other Board, University or Examining Body when an examination of the same nature and similar standard is held by the Board.
- vi)** that it shall make suitable arrangements for health and recreation of its students which will include the following:-
- a)** Proper sanitary arrangements;
- b)** Medical inspection of its students at least once a year;
- c)** Physical education of its students consisting of outdoor games or physical exercises.
- vii)** that it shall provide suitable accommodation at the rate of 9 sq feet of floor space for each student in a class room.
- viii)** That it shall limit the admission into class or section of a class for which there is accommodation at the above rate in the classroom, subject to a maximum of 45 students in each class or section of a class.
- viii)** that if called upon to do so it shall place its play grounds, gymnasia, swimming pools, buildings, halls, hospitals, libraries, laboratories, furniture, equipment, staff etc, at the disposal of the Board for holding refresher courses, conducting examinations, imparting academic and physical instructions, arranging tournaments and staging co-curricular activities or for any other purpose connected with or incidental to the discharging of its duties and obligations by the Board, besides the activities mentioned above.
- ix)** that it shall appoint and maintain an adequate number of teaching staff possessing the minimum qualifications as prescribed in the Regulations.
- x)** that it shall follow such rules regarding the admission to various courses as may be laid down by the Board;
- xi)** that it shall provide space for play grounds and gardening etc.
- xii)** that it shall provide sufficient apparatus, equipment and furniture for teaching the various subjects.
- xiii)** the private Educational Institution in the school sector shall be required to fulfill the following conditions as well:-
- That there is a genuine need for starting Educational Institutions in a given Locality. The educational need shall be determined on the basis of student population and the number of Educational Institutions private and public.

Accommodation

- a)** that it shall provide accommodation at the rate of 9 sq. ft. of floor space for each student in the classroom. (class I-XII).
- b)** that it shall limit the admission of the students to class or section of a class to maximum of 45 students in each class or section of a class where a class comprises more than one section.

Primary (Class I-V)

- i)** No. of classes = 6 including Pre-primary class.
No. of rooms
- ii)** duly furnished = 6 (One room for each class to accommodate max. of 45 students)

Middle (Class VI-VIII)

- (i)** No. of Class Room required = 9 (One room for each class including Pre-primary Class with an accommodation capacity of 45 Students)

- (ii) One Staff Room
- (iii) Principals/Headmasters Room
- (iv) Laboratory cum Library Room

High Schools (Class I-X)

- (i) No. of Class Rooms required = 11 (One room for each class including Pre-Primary Class)
- (ii) Staff Room = One
- (iii) Common Laboratory for Science Practicals with the floor area of 180 sq. ft. to accommodate max. no. of 20 students at one time.
- (iv) Library-cum-Reading Room of floor space of 180 sq. ft. to accommodate a maximum of 30 students at one time.
- (v) Principals/Headmaster Room = One

Higher Secondary Stage (Class IX-XII)

In addition to accommodation required for students for class IX and X, the following accommodation shall have to be provided:

- i) A minimum of 12 class rooms for each group of 50 students each with minimum floor area of 9sq.ft. for every student.
- ii) One Science Laboratory for each Science subject for practical work.
- iii) Library-Cum-Reading Room to accommodate a maximum of 50 students at one time.
- iv) Staff Room
- v) Principals Room
- vi) Office Room

Each Class Room should have at least one seat and writing space for each student.

PLAYGROUND-CUM-TOILET FACILITIES

- (a) Every school shall be required to have playground facilities for all children on its rolls to undertake different curricular and co-curricular (sports) activities.
- (b) Every school, particularly Schools running High and Higher Secondary Classes shall be required to have common hall for conducting different indoor activities.
- (c) Every co-educational school shall be required to provide separate toilet facilities for boys and girls.
- (d) Proper drinking water facilities for all students shall be provided.

Primary Schools (Class I-V)

A minimum of 5 teachers to teach each Class/Section with qualification Graduates/Under-Graduates of whom

at least one should be trained i.e he/she should at least be either B.Ed. or with Diploma in Elementary Education.

INCOME EXPENDITURE STATEMENT

- (a) Every school shall notify the tuition fees and other fees to be charged from the students. Proper Income Expenditure statement shall be prepared for purpose of inspection.
- (b) In respect of Middle Schools/High Schools and Higher Secondary Schools the accounts will be got audited by a Chartered Accountant and Accounts. Statement submitted to the Competent Authority at the time of inspection.
- (c) No school shall be allowed to commercialise education by charging exorbitant fees from the students.
- (d) Pay Scale on which the teachers are appointed shall be notified and all payments to them shall be made through bank..

MISCELLANEOUS FACILITIES

- (a) Every recognised school shall have to keep admission open to children irrespective of their religion/belief/caste/colour etc.
- (b) No school shall be recognised if it is involved in any activity detrimental to National Policy on Education.
- (c) Every school shall be required to provide Ist Aid facilities to the students.
- (d) As far as possible the minimum number of working days in every school should not be less than 200 days in year (in terms of hours this should be thousand hours for Elementary Stage and 1200 in a year for Secondary and Higher Secondary Stage). This condition may be relaxed by the Competent Authority after taking the prevailing situation into consideration.

MIDDLE SCHOOLS (Class I-VIII)

A minimum of 8 teachers one for each Section of a class for 45 students of whom at least 3 should be graduates. Out of the teaching staff there should be at least 2 trained graduates.

No educational institution shall be recognised in any experimental Science subject unless it satisfies the Board

- (a) That the number of students assigned to a single teacher in practical work of a subject at one time does not exceed 20 in the case of Secondary School Exam. (Class-X)/ Higher Secondary Part-I (Class-XI) and 15 in the case of Higher Secondary Part-II (Class XII);
 - (b) That suitable laboratories in each branch of experimental science are provided and each of them is adequately equipped.
 - (c) That workshops; etc. are provided whenever vocational and technical education is given.
8. If the Board is satisfied that an educational Institution deserves recognition, it shall direct the Additional/Joint Secretary to enter its name in the list of affiliation Institution to be maintained by him and the Additional/Joint Secretary shall inform the Institution through the Director School Education in which subject, on what conditions and for what examination or examinations the instruction has been recognised.

Temporary Recognition

9. The Chairman may entertain an application for recognition which is received after the prescribed date and so far as possible arrange for a local inquiry and report on the same. In case, however, there is no time for undergoing the whole procedure, he may, if he is satisfied of the urgency grant temporary recognition for a period which may extend to one year.

Addition to subject of instructions

10. Where an Institution desires to add to the subjects of Instruction in respect of which recognition had been granted, the procedure prescribed by the foregoing regulations in this behalf shall be allowed.

Annual return

11. An Institution recognised by the Board for the purpose of any of its examinations shall submit to the Board, through Director School Education Annual Returns, showing the personnel and pay of the teaching staff. Any change in the teaching staff and management shall be properly communicated as soon as possible.

Periodical Inspection

12. The Board shall have every recognised Institution periodically inspected. A roaster of institutions shall be prepared for conduct of periodical inspection once in every three years. The recognition Committee shall select the Institutions for short interval inspection, if necessary, each year and, on receipt of the reports from the Inspectors selected from the approved panel, recommend to the Board steps, if any, to be taken on them. The reports along with the opinion of the Committee shall be submitted to the Board for its consideration. The decision arrived at by the Board shall be communicated to the Institution through the Director of Education and to the Management command in the case of Private Institutions.

Withdrawal of Recognition

13.
 - (i) If the Director of Education is of the opinion that any Institution recognised by the Board has, by reason of deterioration, ceased to meet the requirements of the Board, he shall make a report of the same to the Chairman who may institute such inquiry as he thinks fit. The report of the inquiry will be placed before the Recognition Committee. The opinion of the Committee on the report of the inquiry will be submitted to the Board at its next meeting and the decision taken by it will be conveyed to the Institution through the Director of Education.
 - (ii) In any case in which the Board may decide that action is necessary upon the report, it will first call upon the institution through the Director of Education to show cause why such action should not be taken.
 - (iii) No action shall be taken by the Board on any report made by the concerned Director of Education without first giving the institution concerned an opportunity of making any representation, it may wish to make, through Director school Education, to the Board.
 - (iv) The Board shall, if satisfied that the Institution is no longer fit for recognition, direct the Secretary to issue a warning to the Governs Body, through the concerned. Director of Education, that unless within a period fixed by the Board, the institution removes the defect or defects to which attention has been called, its name will be struck off the list of Recognised Institutions or that its recognition will be withdrawn in one or more subjects. The Board shall have power to extend, from time to time, the period so fixed.
 - v) If within the time fixed by the Board, or within such further time as may be allowed by it, the institution fails to satisfy the Board about conforming to its requirements, the Board shall strike off the name of the Institution from the list of recognised Institution or shall withdraw recognition in one or more subjects.

Restoration of Recognition

14. The Board may, at a subsequent date, after a report by such person or persons as it appoints, reinstate an Institution on the list of recognised. Institutions, or if recognition was withdrawn in one or more subjects, restore to it the privileges of preparing candidates therein.

Submission of Admission forms of Candidates

15. The Head of each recognised institution shall forward the following certificate to the Board at the time of submission of Admission Forms for various examinations.

"Certified that the subjects in which the candidates of the Institution are to be examined have been taught by qualified teachers through out the duration of the course" in accordance with the sylletial comes of study prescribed of the brand for each also.

Text Books Prescribed by the Boards

16. The Board shall withdraw the recognition of an Institution in a subject or subjects in which it does not adopt the Text Books prescribed by the Board.

- 17.** The Educational Institutions under the Board shall be categorised as under:-
- a) Schools with a roll of 500 students and above ----- category-A
 - b) Schools with a roll of 300 to 499 students -- category - B
 - c) Schools with a roll of 150 to 299 students ---- category - C
 - d) Schools with a roll below 150 students --- category - D

Minimum Qualification

- 18.** The minimum qualification of teachers who teach the 10th class shall be as under:-
(I)

Teachers to teach SSE (Class X)

MIN. QUALIFICATION

- | | | | |
|-------|--|-------|---|
| (a) | English | ----- | B. A. B. Ed; |
| (b) | Mathematics | ----- | B. A/B.Sc. B. Ed. with Math as one of the elective subjects in the degree class; |
| (c) | Social Science | ----- | B. A. B.Ed. with History or Geography as one of the subjects |
| (d) | Sciences | ----- | B.Sc. B.Ed.with Physics/ chemistry as one of the subjects. |
| (e) | Classical/Modern | ----- | B. A. B.Ed. with language concerned as India on Language an elective subject. |
| (f) | Art and Drawing | ----- | Secondary School Examination with a Diploma or a Certificate of a Technical Institution recognised by a University or Govt. or a Board of Technical Education and that the course leading to the Diploma or the Certificate with Drawing included in it as the main topic.. |
| (g) | Home Science | ----- | B.Sc., B.Ed. with Home Science as one of the subjects. |
| (h) | Work Experience | ----- | Diploma or a Certificate of a recognized and community Technical Institution (with a practical Science training course of one year in the relevant Craft). |
| (i) | Music | ----- | One of the following Diplomas,preferably with Secondary School Examination. |
| (i) | Sangeet Visharad of Bhatkande University, Lucknow; | | |
| (ii) | Sangeet Visharad of Gundharve Mahavidyalaya Bombay' | | |
| (iii) | Final Examination in Music of Sanker Gandherva Vidyalaya. Gwalior. | | |
| (iv) | | | |

Qualification of Teachers to teach Hr. Sec. Classes

The Minimum qualification of teachers for teaching Higher Secondary Classes (classes XI and XII) in the following subjects shall be as shown against each:

- | | | |
|------------|----------------|--|
| (a) | Arts | Masters Degree in the Subject . |
| (b) | Science | concerned of an Indian Univ. or a |
| (c) | Social Science | degree of Foreign Univ. recognised |
| (d) | Commerce | as equivalent thereto. |
| (e) | Stenography | Bachelor's Degree of an Indian University and Diploma in Stenography. |

- 19)** Notwithstanding the provisions of Regulation 18 (i), above, about the qualifications of the teachers, an Institution of Category: "D" shall have three trained Graduates on its teaching staff provided that an Institution of category (A), (B) or (C) shall have one additional trained Graduate on its staff for every group of 45 students on its roll.

Instruction for Inspectors

- 20.** The detailed instructions for the guidance of Inspectors and the procedure to be followed by them are given in Appendix 5.

THE JAMMU AND KASHMIR STATE BOARD OF SCHOOL EDUCATION

QUESTIONNAIRE

(For inspection of Secondary/Higher sec. Schools

1.	Name of the Institution:	-----
2.	Date of Inspection.	-----
3.	Subject or subjects in which recognition is recommended.	-----
4.	Is the staff sufficient with regard to number and are the teachers adequately qualified in the subjects they teach? (ref. Instruction No: 7)	-----
5.	Are the results are Satisfactory?	-----
6.	Are the school premises sufficiently commodious, lighted and appliances?	-----
7.	Does the school have sufficient equipment, furniture and appliances?	-----
8.	Has the provision been made for suitable Library?	-----
9.	What grants (recurring and non- recurring) have been allotted to the school under various heads?	-----
10.	Are the grants provided for the Library in conformity with the requirements laid down by the Board	-----
11.	If recognition is sought in Science subject also:-	
	(a) Does the equipment provided for the purpose satisfy the requirements of the syllabus?	-----
	(b) Is there adequate equipment according to the no. of students reading science subjects?	-----
	(c) Have grants for equipments been provided according to the requirements laid down by the Board?	-----
12.	Are the various Registers, including Admission and Withdrawal Registers, Attendance Registers and Accounts Registers properly maintained?	-----
13.	What co-curricular activities have been introduced?	-----
14.	Are playgrounds available?	-----
15.	Are games and Sports regularly conducted?	-----
16.	Has the School/Institution adopted the Text Books prescribed by the Board?	-----
17.	Is there any provision for residence of students, if so, is it satisfactory?	-----
18.	What provision has been made for the health and recreation of students?	-----
19.	Is separation of the primary classes, if any, desirable in the interest of efficient teaching in the school.	-----
20.	Any other point or points which, in the opinion of the Inspector, require immediate action.	-----

21.	Does the school satisfy a demand for Higher Education in the locality?	-----
22.	In the case of Privately managed Schools	-----
23.	<p>Are the financial resources such as to ensure continuance of the School?</p> <p>a) Are the salary scales of teachers reasonably satisfactory in comparison with the scales of pay of teachers of the Govt. Schools?</p> <p>b) Are service conditions of the teachers Satisfactory?</p> <p>(c) Is there provision for C. P. Fund?</p> <p>(d) What are the fees charged?</p> <p>The following documents should be attached with the report:-</p> <p>(a) A copy of the Time Table prescribed by the School/Institution</p> <p>(b) A plan of the premises</p> <p>(c) A statement showing the no. of books on various subjects in The School Library</p> <p>(d) Details of facilities available in respect of Games and Sports/playgrounds.</p>	-----

Signature of the Inspector/s

Name:

Designation:

INSPECTION FEE FOR RECOGNITION OF THE INSTITUTIONS:

I.	Ist Inspection	Hr. Sec. Schools		High Schools		Primary Schools	
		Govt.	Pvt.	Govt.	Pvt.	Govt.	Pvt.
	Rate of fee	Rs.1200/-	Rs.1800/-	Rs.800/-	Rs.1500/-	Rs.600/-	Rs.1000/-
II	Recognition in New subject/Stream.						
	Rate of fee	Rs.1200/-	Rs.1800/-	--	--	--	--
III	Recognition in New subjects						
	Rate of Fee	Rs.1200/-	Rs.1800/-	Rs.900/-	Rs.1200/-	--	--
IV	Periodical Inspection						
	Rate of Fee.	Rs.1200/-	Rs.1800/-	Rs.900/-	Rs.1100/-	Rs.900/-	Rs.1000/-
V.	Inspection of Science Lab. Pract.						
	Rate of Fee.	Rs.1200/-	Rs.1800/-	Rs.800/-	Rs.1000/-	---	---
VI.	Inspection of Hostels						
	<u>a). First inspection</u>						
	Rate of fee	Rs.1200/-	Rs.1800/-				

	b). Periodical inspection							
	Rate of Fee	Rs.1200/-	Rs.1000/-					

Note:- All the above fee/s have been revised for revised fees contact accounts section KD/JD

EDUCARE INDIA ADVISORY